

Creating an Account in **STEERS**

Texas Commission on Environmental Quality
Small Business & Local Government Assistance

Rebecca Costigan



Small Business & Local Government Assistance
1-800-447-2827 www.TexasEnviroHelp.org



Small Business & Local Government Assistance

- Free and confidential technical assistance
- Multi-media compliance tools



Small Business & Local Government Assistance
1-800-447-2827 www.TexasEnviroHelp.org



State of Texas Electronic Reporting System (STEERS)

Why use STEERS ePermits?

- Streamlines the application process
- Shortens the process time
- Immediate confirmation application has been received
- May be Required



Small Business & Local Government Assistance
1-800-447-2827 www.TexasEnviroHelp.org



STEERS Programs

- **Aggregate Production Operations Registration (EPR_APO)**
- **Air New Source Review Registrations (EPR_NSR)**
- Industrial and Hazardous Waste (IHW) NOR and Summaries
- Municipal Solid Waste (MSW) Reporting
- Municipal Solid Waste Notifications (EPR_MSW)
- Pesticide General Permit (EPR_PESTGP)
- Petroleum Storage Tank (PST)
- Public Drinking Water (PDW)
- **Storm Water General Permits and other Water Quality General Permits**



Small Business & Local Government Assistance
1-800-447-2827 www.TexasEnviroHelp.org



General Steps

- **Create a personal STEERS Account**
 - **Add a Program**
 - **Sign the STEERS Participatory Agreement (electronic or paper SPA)**
 - Create Application
 - Sign
 - Pay
- **Submit****



TCEQ Home Webpage

Licenses and Permits

[Occupational Licensing](#)

[Permits and Registrations](#)

[Occupational Licensing Benefits for Military Service Members, Veterans, or Military Spouses](#)

Search Central Registry

[Search by Facility/Site \(regulated entity\)](#)

[Search by Name/Company \(customer\)](#)

[Search by Permit/Registration \(program ID number\)](#)

Online Services

[eRegistrations \(STEERS, SUNSS\)](#)

[ePermitting \(STEERS\)](#)

[eReporting \(STEERS, NetDMR\)](#)

[eLicense](#)


[eFiling](#)

[ePay](#)


[eComments](#)

Get Involved / Customer Services

 [Get email or text updates of your choice of topics](#)

 [Take our customer satisfaction survey](#)

 [Take our poll: pick your favorite cost-saving ideas](#)

 [Report suspected fraud, waste, or abuse in TCEQ operations](#)

 [Learn about nondiscrimination in TCEQ processes](#)

 [Make an environmental complaint.](#)

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
- » CAFO 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 Relief for Pollution Control Property
- » Tier II Core Data

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 (P2PLAN) Reporting
- » Public Drinking Water (PDW)
- » Training Roster Online Submittal (TROLS)

See [details of what you can do](#).

This is STEERS version 6.2.

Enter STEERS:



1

ER Account Number:

Password:

Login

2

I need:

- [my password](#)
- [to create a new account](#)
- [to authorize another user's account](#)

Find Out When STEERS Will Be [Offline](#)

We do our best to ensure that STEERS is online when you need it. But for upgrades, security measures, and other maintenance, we must bring STEERS or one of its modules offline. We cannot predict emergency outages, but for scheduled downtimes, see our [STEERS maintenance schedule](#).

Welcome to the Online STEERS Participation Agreement (SPA)

1

14:36



2 To create a new STEERS account:

1. You need the list of program areas and/or Ids to add to the account. For instructions, please click on the Help button at the top of the page.
2. Press the Create New Account button below.
3. A STEERS account verification email will be sent to the address you provide when the account is created. You must use the verification link contained in this email to set your account password.

New STEERS Account Information:

- New accounts are probationary and have limited access until STEERS receives a signed hard-copy SPA or the SPA is signed electronically using the account holder's Texas Drivers License. The signed SPA must be received to meet the EPA and legal requirements for electronic signatures.
If a signed SPA is not received by the STEERS team within:
 - **15 days** of the creation date, the account will be locked.
 - **30 days** of the creation date, the account will be archived.
- Only one account may be created in a 5-minute interval and only 20 accounts may be created in a 24-hour period
- Each STEERS account must have a unique e-mail address.
- A STEERS account is owned by an individual and not a company.

Note: To update an existing STEERS account, you must press Exit Application and log into STEERS.

3

Create New Account

Exit Application



Please enter the applicant's information below and press Next button to continue.
All fields marked with * are required.

1 Applicant Name

Middle Initial:

Last Name:*

Suffix: (Name suffix if applicable.)

2 Company Information

(Applicant's company.)

Title:*

(Applicant's title.)

3 Contact Information

(Email must be unique.)

Phone Number:*

(555 123 4567 Format.)

Extension: (Applicant's extension number.)

Country Code: (Only non-US phone numbers.)

4 Mailing Address

(Street address or PO Box.)

Extra Line: (Mail code or other information.)

City:*

State: Texas(TX) (Required for US Address)

ZIP Code: - (Required for US Address)

Country:*

USA

Territory: (Required for non-US Address)

Foreign Postal: (Required for non-US Address)

5

Next

Clear Form

Exit Application

Review Applicant Data

14:39



Please review the applicant's information below. The data you entered has been validated and formatted to remove special characters. You may choose to change the data, continue account creation, or exit the application.

 **Click Next button to create your account. This process may take a couple of minutes, so please do not click the button more than once on this page.**

1

Name:
Company Name:
Title:
Email Address:
Phone Number:
Mailing Address:

2

[Previous](#)

[Next](#)

[Exit Application](#)

STEERS Account Security Question Update

User: ERC

14:55



An email with the new account number and a verification key was sent to you. You do not need the email until you have finished setting up your account. It will be used to set your account password and log into STEERS for the first time. To finish setting up your account, please select your security questions below and then add the program access that you need on the next page.

Set STEERS ERO Account Security Questions

In order to increase STEERS security, we are implementing a multi-factor verification system which requires 5 security questions. Please select and answer the following security questions. Answers must be between 3 and 20 characters. A * indicates an answered question on your account. If you wish to keep the current answer, leave the answer box blank.

1 Question 1:	<input type="text" value="- Select a Question -"/>	Answer 1:	<input type="text"/>
Question 2:	<input type="text" value="- Select a Question -"/>	Answer 2:	<input type="text"/>
Question 3:	<input type="text" value="- Select a Question -"/>	Answer 3:	<input type="text"/>
Question 4:	<input type="text" value="- Select a Question -"/>	Answer 4:	<input type="text"/>
Question 5:	<input type="text" value="- Select a Question -"/>	Answer 5:	<input type="text"/>

2 Save

Add a Program



Small Business & Local Government Assistance
1-800-447-2827 www.TexasEnviroHelp.org





Note: You have not selected any STEERS program areas for your account. You cannot generate a STEERS Participation Agreement until you complete setting up your account by adding at least one program area below.

Your account security questions have been saved.

STEERS Access

Select STEERS Program to Add or Modify:

- Select program to add or modify --
- Select program to add or modify --
- Aggregate Production Operations Registration (EPR_APO)
- Air Emissions and Maintenance Events (AEME)
- Air New Source Review (EPR_NSR)**
- Annual Emissions Inventory Report (AEIR)
- CAFO General Permit (EPR_CAFO)
- Concrete Batch Plants General Permit (EPR_TXG11)
- Discharge Monitoring Report (DMR)
- Emissions Banking and Trading (EBT)
- Industrial and Hazardous Waste (IHW)
- Municipal Solid Waste (MSW)
- Municipal Solid Waste Notifications (EPR_MSW)
- Occupational Licensing Computer Based Testing (CBT)
- Pesticide General Permit (EPR_PESTGP)
- Petroleum Storage Tank (PST)
- Pollution Prevention Planning (P2PLAN)
- Public Drinking Water - Laboratories (PDWLAB)
- Public Drinking Water - Systems (PDWSYS)
- Storm Water General Permits (EPR_SW)
- Tax Relief for Pollution Control Property (EPR_PROP2)

Go



1

Program Status

Current Status: No Access

Access Type:

- ** Pick Role **
- ** Pick Role ****
- Air NSR Read Only - view only
- Air NSR Edit - view, create, delete, modify, and pay
- Air NSR Preparer - view, create, delete, modify, pay, and submit
- Air NSR Sign and Submit - view, create, delete, modify, pay, sign, and submit

Authorization

Select the appropriate relationship and authorization statement below.

2

What is the best description of your employer's relationship to the facility or facilities?

- The Facility
- Parent Company
- Other

3

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

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

-OR-

- I, 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 30 TAC Chapter 106 and 116.

4

Add Access Cancel



Your EPR_NSR access has been updated. You can make additional changes or press Cancel to return to Account Information.

Program Status

Current Status: probation

Last Modified: 04/02/2019

Access Type: Air NSR Sign and Submit - view, create, delete, modify, pay, sign, and submit ▼

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
- Other

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

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

-OR-

- I, _____ 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 30 TAC Chapter 106 and 116.

Save Changes

Remove Access

Cancel

STEERS Participatory Agreement (SPA)



Small Business & Local Government Assistance
1-800-447-2827 www.TexasEnviroHelp.org



Paper SPA

E-sign SPA

STEERS Account Summary

User: ERI

13:51



Reminder: This account is probationary and has 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:	Account Status: PROBATION - unlocked
Name:	Created: 04/02/2019
Company:	Activated: N/A
Title:	Last Renewed: N/A
Email:	
Phone:	
Address:	

STEERS Access

Select STEERS Program to Add or Modify:

<u>Current Program Area</u>	<u>Program</u>	<u># IDs</u>	<u># Probationary</u>
Air New Source Review	EPR_NSR	N/A	1

1 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.

- 2 **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

- 3 I, _____, have the authority to enter into this Agreement for TEXAS COMMISSION ON ENVIRONMENTAL QUALITY under the applicable standards listed below.

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

5

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

7 Signature Authority Standards:

Air New Source Review (EPR_NSR)
see 30 TAC Chapter 106 and 116

Set Account Password



Small Business & Local Government Assistance
1-800-447-2827 www.TexasEnviroHelp.org





Set STEERS ERC Account Password



To set your account password, please enter the information below. All fields are required.

Enter New Password:

Confirm New Password:

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

Who was your favorite teacher?

Set Password

Password Requirements:

It must be between 8 and 20 characters long.

It must start with a letter.

It must contain at least one number.

It must contain letters and numbers only.

It is not case sensitive.

If this is not the first time you set your account password, it cannot match your previous password.



STEERS Login Confirmation

: ERC [REDACTED]



Welcome

!

The 1 most recent logins for account ERC [REDACTED] 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.

Account ID	User Name	Date/Time	IP Address
------------	-----------	-----------	------------

This is your first login.

Were these logins made by you?

Questions?

Rebecca Costigan

713-767-3693

Rebecca.Costigan@tceq.Texas.gov

Small Business & Local Government
Assistance (SBLGA) Hotline

800-447-2827

www.TexasEnviroHelp.org

STEERS Help Desk

(512) 239-6925



Small Business & Local Government Assistance
1-800-447-2827 www.TexasEnviroHelp.org

