

# SETTING UP YOUR INDIVIDUAL STEERS ACCOUNT

This is how you establish an online account within the STEERS system

This guide will take you through the following steps:

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## NOTES

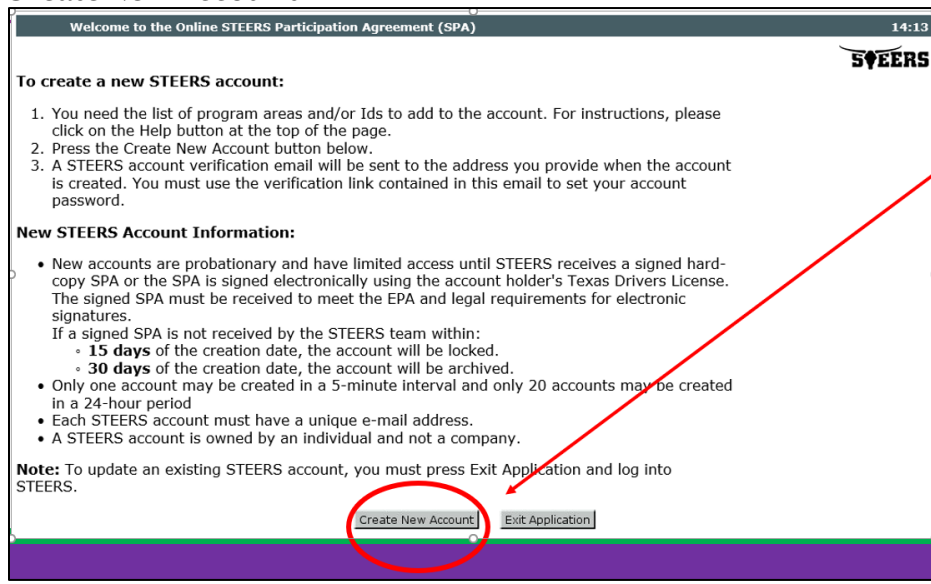
- If you already have an existing STEERS Account, you should use that account
- If you do not have an existing STEERS Account, you will need to establish your own individual STEERS Account
- STEERS accounts are assigned to an Individual, **not a Company or Organization**. Everyone accessing the TCEQ STEERS System must establish their own individual account.
- See Tier II Account Numbers - Information sheet to document your account information (page 6)

## Step 1 - Go to the STEERS Portal

- If you do not yet have a STEERS Account, under “I need” select the weblink “to create a new account”

The screenshot shows the STEERS portal homepage. At the top left is the Texas Commission on Environmental Quality logo. The main heading is "Welcome to STEERS, the State of Texas Environmental Electronic Reporting System." Below this, there are sections for "Here is what you can do online in STEERS:", "e-Permits\Registration:" (with a list of permit types), "e-Reporting:" (with a list of reporting categories), and "I need:" (with three bullet points: "my password", "to create a new account", and "to authorize another user's account"). A red arrow points from the right side of the page to the "to create a new account" link. There is also a "Find Out When STEERS Will Be Offline" section at the bottom.

- Select “Create New Account”



## Step 2 - Complete the Applicant Information:

- Below, complete all entries marked with “\*”, then select “Next”:



Applicant Information

14:55



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

Applicant Name

First Name:\*

Middle Initial:

Last Name:\*

Suffix:  (Name suffix if applicable.)

Company Information

Company Name:\*  (Applicant's company.)

Title:\*  (Applicant's title.)

Contact Information

Email Address:\*  (Email must be unique.)

Phone Number:\*    (555 123 4567 Format.)

Extension:  (Applicant's extension number.)

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

Mailing Address

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)

Next

Clear Form

Exit Application

- Review Applicant Data: Review the information, then select “Next”

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**Review Applicant Data** 14:17

**STEERS**

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.

**Name:** Sally Smith  
**Company Name:** ENVIRO CONSULTING LLC  
**Title:** PROJECT MANAGER  
**Email Address:** ldsouza101@gmail.com  
**Phone Number:** 222-555-5555  
**Mailing Address:** 12100 PARK 35 CIRCLE  
 AUSTIN TX 78753

- STEERS checks for possible duplicate accounts:
  - Review that your entry is not a duplicate, if not, then select “Next”
  - If there is a possible duplication, you must contact STEERS Help Line by phone at 512-239-6925 or by e-mail at [steers@tceq.state.tx.us](mailto:steers@tceq.state.tx.us) for further assistance

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**Possible Duplicate STEERS Account Detected** 14:22

**STEERS**

The STEERS accounts listed below have similar last names as the applicant you are attempting to add. Please review the list and determine whether the applicant already has an existing account. If you have previously had a STEERS account, please contact the STEERS Help Line at 512-239-6925 or by email at [steerstst@tceq.texas.gov](mailto:steerstst@tceq.texas.gov) for further assistance.

User Name	Company Name	Company City	Status
Dan Smith	7-OAKS		archived
Jane Smith	SMITH PRODUCTION		archived
Jane Smith	TCEQ	AUSTIN	active
Joe M Smith	JOE SMITHS RANCH		archived
Joe Smith	TCEQ		archived
Joe Smith	TCEQ		archived
Landan J Smith	CITY OF ABILENE	ABILENE	active
Sherry T Smith	TCEQ		archived

If none of the possible duplicate accounts could be yours, continue by pressing Next. Otherwise, please contact the STEERS Help Line at 512-239-6925 or by email at [steers@tceq.state.tx.us](mailto:steers@tceq.state.tx.us) for further assistance.

- Select STEERS account security questions and “save”

Note: you can use the same word for all questions. We recommend that you document this information for future use

STEERS Account Security Question Update User: ER064600 13:56

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 ER064600 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.

Question 1:  Answer 1:

Question 2:  Answer 2:

Question 3:  Answer 3:

Question 4:  Answer 4:

Question 5:  Answer 5:

### Step 3 - Get your ER Number (STEERS Account Number) :

\*As shown below, your **User ER Account Number** has been assigned to you. You will also receive an email with your account information.

STEERS Account Security Question Update User: ER064600 13:56

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.

### Step 4 - Set your STEERS account password

steerstst@tceq.texas.gov <steerstst@tceq.texas.gov>  
To: tierii\_test@yahoo.com

Oct 31 at 8:43 AM

This is a message from the STEERS team. Your STEERS account has been created.

Your account number: ER001805  
Your verification key url:  
<https://www.3tst.tceq.texas.gov/steers/index.cfm?fuseaction=login.setpwd&vk=3308a1>

To log into STEERS for the first time, you must click on the verification key url above. You may also copy and paste the url into your browser. The verification key url will take you to a page to set your account password.

This account has a probationary status, which means it has limited access to the STEERS application. To remove the probationary status and to get full access to STEERS, you must either sign the STEERS Participation Agreement (SPA) electronically with your Texas Drivers License or a printout of the SPA with original signatures must be mailed to:

TCEQ  
STEERS MC226  
PO Box 13087  
Austin, TX 78711-3087

SPAs that are faxed or do not have original signatures will not be accepted.

An online help manual is available at <https://www.3tst.tceq.texas.gov/steers/help/main.html>.

If you want to see the details for this account, log onto STEERS and click on My Account. You can access STEERS at <https://www.3tst.tceq.texas.gov/steers/> using your web browser. If you have any questions or comments please contact the STEERS Help Line at 512-239-6925 or by e-mail at [steerstst@tceq.texas.gov](mailto:steerstst@tceq.texas.gov).

Thank you for using STEERS.

- Set your STEERS password

**Set STEERS ER001805 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)

**What is a unique or special thing about your home town?**

**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.

Enter your password and confirm it

- Password has been set, you can login

 **TEXAS COMMISSION ON ENVIRONMENTAL QUALITY**

**Account Password Set ID: ER001805**

**STEERS ER001805 Account Password Set Successfully**

Your account password has been set. Please press the button below to go to the STEERS Login page.

# Tier II Account Numbers - Information Sheet

## STEERS Account Record:

STEERS website: <https://www3.tceq.texas.gov/steers/>

E-Mail Account used for STEERS account: \_\_\_\_\_

ER account #: \_\_\_\_\_

ER Password: \_\_\_\_\_

ER Security Question Answers:

Question 1 and answer \_\_\_\_\_

Question 2 and answer \_\_\_\_\_

Question 3 and answer \_\_\_\_\_

Question 4 and answer \_\_\_\_\_

Question 5 and answer \_\_\_\_\_

## Account Summary

Tier II Core Data access role (if needed): \_\_\_\_\_

Tier II Reporting access role: \_\_\_\_\_

## FTP Site Link Record:

FTP website: <https://tceq.texas.gov/>

User ID (email address): \_\_\_\_\_

Password: \_\_\_\_\_

## Tier II Numbers Archive

TXT2#: \_\_\_\_\_

CN Number: \_\_\_\_\_ Customer Name: \_\_\_\_\_

Facility RN Number: \_\_\_\_\_ Facility Name: \_\_\_\_\_

Facility RN Number: \_\_\_\_\_ Facility Name: \_\_\_\_\_

Facility RN Number: \_\_\_\_\_ Facility Name: \_\_\_\_\_

Facility RN Number: \_\_\_\_\_ Facility Name: \_\_\_\_\_

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